Synergy Acc2026 - Debtors: Charge Late Payment Interest and Reverse It

This guide shows how to charge interest on overdue debtor invoices and how to undo interest charges that were posted by mistake.

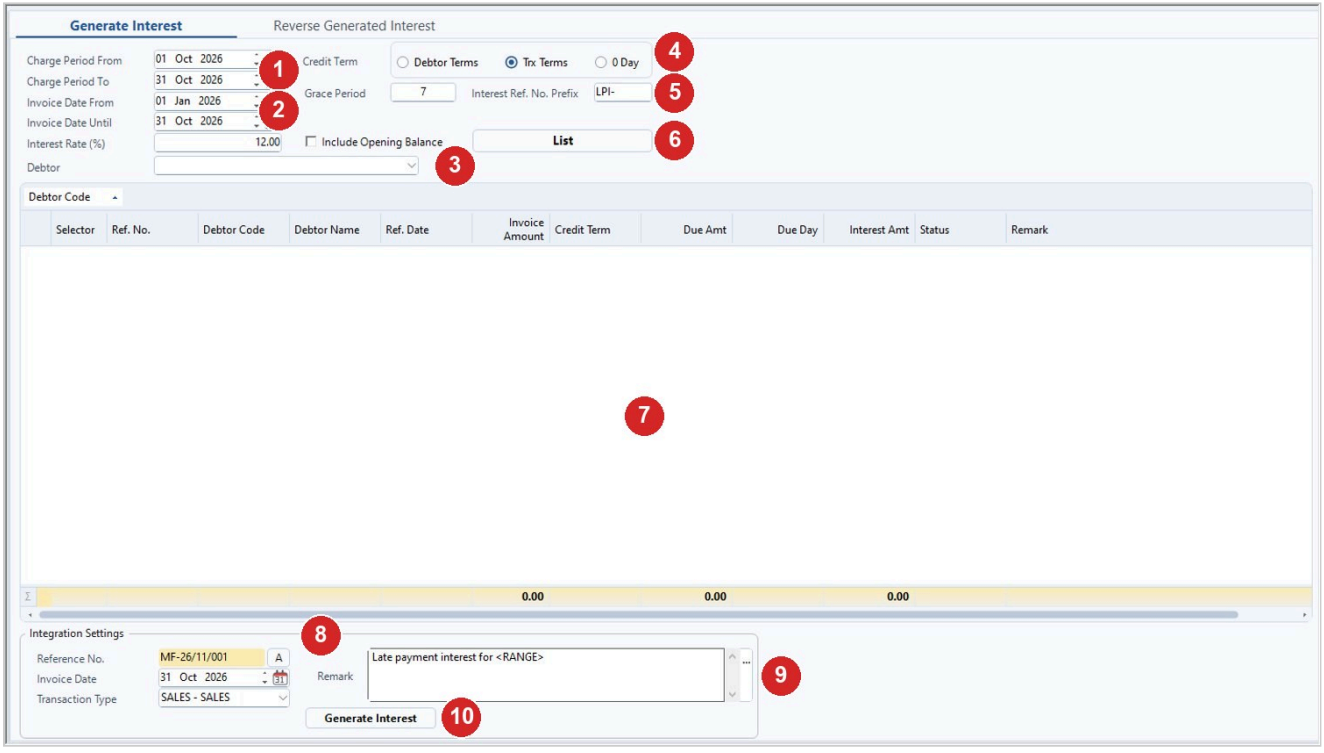
Before you start

- Open Debtor Ledger > Transactions > Late Payment Interest. The screen has two tabs: Generate Interest and Reverse Generated Interest.
- Decide the charge period, the interest rate (%) and the grace period (days).
- Have an automatic reference number series and a Transaction Type ready. A manual reference is not allowed.

Steps

1. Set the charge period and rates

Go to Debtor Ledger > Transactions > Late Payment Interest. On the Generate Interest tab, set Charge Period From and Charge Period To. Choose a single Debtor if you want, then enter the Interest Rate (%), the Grace Period (days) and the Interest Ref. No. Prefix. On some setups the screen shows Calculation Date and Invoice Start Date instead: interest is then charged for the month before the Calculation Date.



Step	What to do
1	Charge Period From and To.
2	Invoice Date From and Until.
3	Interest Rate (%) and, if you want, one Debtor.

Step	What to do
4	Credit Term: Debtor Terms, Trx Terms or 0 Day.
5	Grace Period and Interest Ref. No. Prefix.
6	Include Opening Balance if needed, then List.
7	The invoices and the interest worked out.
8	Reference No., Invoice Date and Transaction Type.
9	Remark (<RANGE> becomes the charged period).
10	Generate Interest.

2. Choose which invoices count

Set Invoice Date From and Invoice Date Until. Invoice Date Until cannot be later than the end of the charge period.

3. Choose how the credit term is worked out

Pick Trx Terms, 0 Day or Debtor Terms. Tick Include Opening Balance if opening balances should also be charged.

4. Preview the interest

Click List and review the list.

5. Fill in the Integration Settings

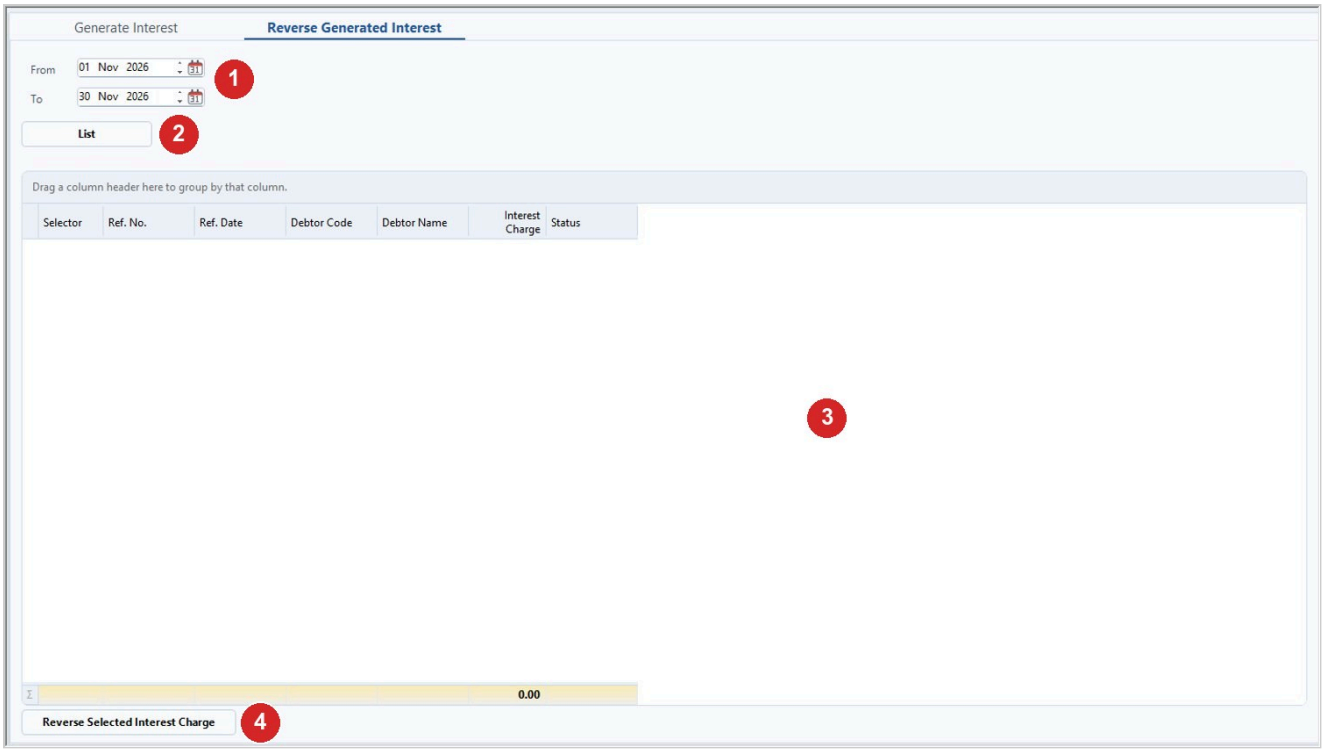
Pick the Reference No. series, the Transaction Type, the Invoice Date of the interest invoice and the Remark. The Remark starts with the last remark you used; if none was saved it shows <RANGE>, which is replaced by the charged period when posted.

6. Generate the interest

Click Generate Interest and answer Yes to the confirmation. The message Interest Charge posted. means it worked.

7. Reverse interest charged by mistake

Go to the Reverse Generated Interest tab. Choose From and To, click List, and tick the interest invoices to remove. The rows start unticked. Click Reverse Selected Interest Charge and answer Yes.



Step	What to do
1	From and To.
2	List.
3	The interest invoices; tick the ones to remove.
4	Reverse Selected Interest Charge.

Tips

- Foreign-currency debtors are skipped and listed under Left out - foreign currency debtors.
- The charge dates and the invoice start date are remembered for next time.
- When the newer interest method is switched on, the charge dates snap to whole months, the fields are renamed Calculation Date and Invoice Start Date, and the interest invoice date defaults to the end of the month before the calculation date. You can still edit it.
- If the late payment Invoice Date is older than the outstanding invoice date, you are asked to tick to confirm. Confirm only if it is deliberate.

Common problems

The message Please select an Auto-Reference number appears.

A manual reference is not allowed. Choose an automatic reference series.

The message Transaction Type is required or Remark is required appears.

Fill in the Transaction Type and the Remark.

The message No Invoice selected appears.

Tick at least one invoice in the list.

A debtor was refused when I generated interest.

Interest may already have been posted for the same run month for that debtor. The other debtors still post.

A reversal was refused.

This happens when the interest invoice was e-invoiced or has payments applied. Unapply the payments first.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

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